

CHANGE READINESS ASSESSMENT

A Change Readiness Assessment answers the question: Where are we today? This is important information to know when implementing something as significant as a workforce/succession plan.

The assessment asks you to look at past practices and the current situation. Review the following statements and rank them to the degree to which they are true for your organization. Decide on a ranking for each statement (1 is low, 5 is high).

1. History of Change

(We have a positive track record in handling change)

1 3 5

2. Direction

(People throughout the organization understand organizational values and vision)

1 3 5

3. Cooperation and Trust

(People share information and work well together)

1 3 5

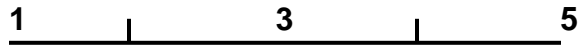
4. Culture

(This organization supports risk taking and change)

1 3 5

5. Resilience

(People handle continuous change well)



6. Rewards

(People believe this change will benefit them)



7. Respect, Control, and Saving Face

(The organization has worked hard to allow people to maintain dignity and self-respect during change)



8. Status Quo

(This change will not be very disruptive to the organization)



9. Skilled at Managing Change

(The organization has been successful in managing prior changes)



Interpretation

Here are a few things to consider when interpreting the results of the questionnaire.

Numbers Need Explanation

Even though 1 and 2 should be considered low scores, 3 a mid-range score, 4 and 5 high, these are just numbers. One person's 5 is another's 3. However, low to mid-range scores should be cause for concern. We will need to consider those scores while developing the program and in developing the Communication Plan.

Look for Patterns

While you are doing this individually, this tool is invaluable to use as an assessment that you would give to people who will be affected by the Workforce/Succession Plan. When reviewing responses from groups you will want to look for patterns. Are scores clustered together on particular items? If so, this probably indicates that most people agree about support for change on that scale.

There is no right or wrong answers. Scores merely reflect people's perceptions. You will need to discuss low scores and consider them in the development of the program.